



Spring 2007 Physical Fitness Test (PFT)

Preparation Manual for Testing and Reporting Part One

Prepared by
California Department of Education

December 2006



Preface

The current state Physical Fitness Test (PFT) contract with Educational Data Systems (EDS) will be expiring prior to the next annual PFT reporting deadline of June 30, 2007. This *Preparation Manual for Testing and Reporting, Part One* provides the information and resources needed by PFT coordinators to prepare for and carry out the administration of the PFT. Part Two, which will provide guidance regarding the state PFT contractor's reporting requirements, will be updated and posted to the California Department of Education (CDE) PFT Web site upon the selection of the state contractor. CDE will notify the district PFT coordinators once the state PFT contractor is selected.



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Administering the Physical Fitness Test

FITNESSGRAM® 8.2

Human Kinetics has recently released an update to the *FITNESSGRAM®* software. The 8.2 update enhances and/or fixes the following areas:

1. Custom Import—Students can now be imported multiple times and their *FITNESSGRAM®*, *ACTIVITYGRAM®*, and Activity Log records will accompany them regardless of school, teacher, or class relationships.
2. Displays aerobic capacity and body composition scores and messages.
3. Provides a second delete data option by grade level.
4. Provides added security for the teacher level.
5. PDA component for PocketPC 2002, 2003, and Mobile 5.0. Cab files for PDA will be listed separately on the update Web page. In order to use the enhanced PDA files, you will need to update your *FITNESSGRAM®* program to 8.2.
6. The 8.2 update also includes a non-attended install for customers using either Small Area Network or District Structured Query Language (SQL) Server versions.

This update can be found at <http://www.fitnessgram.net/FG82update.htm>.

15-Meter PACER

In addition to the 20-meter Progressive Aerobic Cardiovascular Endurance Run (PACER), *FITNESSGRAM®* includes a 15-meter PACER. To order the CD-ROM for the 15-meter PACER, please refer to the ordering instructions on page

6. If the 15-meter PACER is administered, these scores must be converted to 20-meter scores. The conversion table can be found at <http://www.fitnessgram.net/>.

Student Participation

All students in grades five, seven, and nine must take the PFT during February 1, 2007 through May 31, 2007. Students are required to participate whether or not they are in a physical education class. State law does not provide for any exceptions; therefore, every effort should be made to test all students.

Students With Disabilities

Students with disabilities who are unable to take the entire PFT should be given as much of the test as conditions permit. Every effort should be taken to ensure that students with disabilities are included in the PFT administration and provided individual testing variations as needed. The individualized education program (IEP) or Section 504 Plan team is responsible for deciding how children with disabilities will participate in the PFT. The *Matrix of Test Variations, Accommodations, and Modifications for the Administration of California Statewide Assessments* provides a list of the types of variations and accommodations that are available for the PFT. This chart is posted on the Internet at <http://www.cde.ca.gov/ta/tg/sa/>.

Students on a Block Schedule

The requirement to administer the PFT includes students who attend schools that are using a block schedule and whose students may not be enrolled in physical education classes during the PFT administration



window (i.e., February 1 through May 31). More importantly, if schools in your school district are on a block, quarter, or alternative schedule in which students do not receive physical education instruction every 10 school days, these schools are in violation of the California *Education Code* sections 51210 and 51222. The State Board of Education (SBE) may grant waivers of the requirement for physical education instruction every 10 school days for schools that meet the specific criteria established in SBE Policy #99-03. One of the criteria requires that “Students are prepared for and participate in the physical performance testing as specified in the California *Education Code*.” A copy of the *Physical Education Block Schedule Waiver Criteria* can be located on the Internet at <http://www.cde.ca.gov/be/ms/po/documents/policy99-03-June1999.asp>.

Test Materials

The *FITNESSGRAM*® will continue as the required PFT designated by the SBE. The designated district PFT coordinator should determine the test material needs for each school and place an order as early as possible.

Test Administration Manual

The third edition of the *FITNESSGRAM*® *Test Administration Manual* is designed to make *FITNESSGRAM*® assessments easier to understand and use in physical education classes. This edition includes user-friendly organization, photos, and a DVD that includes video clips of the test protocols, including common errors and correction strategies. The DVD also includes reproducible forms, charts, and certificates. Although school districts are not required to purchase copies of the updated third edition, it is strongly encouraged that the district PFT coordinator and every school administering the test purchase a copy.

This manual describes in detail how each test is administered, what is measured, and what limits are indicated for the tests (e.g., performance on the Trunk Lift is limited to 12 inches to discourage hyperextension). The second edition of the *FITNESSGRAM*® *Test Administration Manual* may continue to be used for test administration.

Options for Measuring Body Composition

The two methods for measuring body composition discussed in the *FITNESSGRAM*® *Test Administration Manual* are skinfold measurements and the calculation of body mass index. In addition to these two methods, automated skinfold calipers and bioelectric impedance instruments are permitted for measurement of body composition.

In the past, the use of bioelectric impedance analyzer (BIA) devices for body composition assessment has been limited, because the devices are expensive and require the use of small electrodes on the skin. Recently, a number of new portable devices have been released on the market that are less expensive and easy to use. One device resembles a bathroom scale and produces an estimate of body composition when the participant stands on the device (in bare feet). Another handheld device from Omron estimates body composition when the participant grasps the two handles. A recent study by Ihmels and Welk (2006) reported that the Omron device yields similar estimates of body composition as the *FITNESSGRAM*® skinfold measurement approach for both boys and girls. A portable BIA scale from Tanita yielded comparable data for girls but tended to underestimate the body composition levels of boys. Correlations between skinfolds and the BIA instruments were high for all comparisons (exceeding .80 for both boys



and girls), indicating that there is good overall agreement between the measurement approaches. The results support the use of portable BIAs for conducting body composition measurements. The Omron device is the recommended device since it yielded the most accurate comparisons with the skinfold measures. It is important to note that a student's hydration status and prior exercise can influence accuracy of individual estimates from BIAs; therefore, manufacturer guidelines should be closely followed for these measurements.

While BIAs have been shown to be reasonably accurate, devices based on the infrared interactance method (e.g., Futrex) have not been shown to provide accurate estimates of body composition in children. Therefore, these devices cannot be used as part of the PFT.

Important Note:

BIAs, as well as automated skinfold calipers, are not available from Human Kinetics. If you have questions about allowable products, please contact the Standards and Assessment Division at (916) 319-0341 (phone).

Software Packages

The *FITNESSGRAM*® 8.2 program is available in three versions—as a stand-alone CD-ROM for individual computers; as a small network version that can network with all computers within a school building; or as a SQL Server version which can network all computers within an entire school district. The program packages do not provide the ability to share data over the Internet; however, they do allow import and export capabilities along with strong networking options and a parent and guardian report.

For more information visit <http://www.fitnessgram.net>.

FITNESSGRAM® 6.0, 8.0, and 8.2 include software, available on CD-ROM, for entering data and generating reports. Although school districts are not required to use the *FITNESSGRAM*® software, they may find it effective for student instruction and parent and guardian involvement.

One of the features of the *FITNESSGRAM*® software allows student test data to be exported as text files which can be converted into the required reporting format. To use this option of *FITNESSGRAM*® 6.0, one must first export the data using the custom format option and save the file as Excel 5.0. Using *FITNESSGRAM*® 8.0, export the data using the “Export to FG6” option and save the CSV file. (Version 8.0 does not have an option to export to an Excel file. When one selects “Export to FG6,” the file is saved as a CSV file.) *FITNESSGRAM*® software prior to 6.0 cannot be used for transmitting results.

One must also complete and submit school demographic data for each school. The “School ID” field must include the 14-digit County-District-School (CDS) code appended with the 4-digit charter school number. The “District Identification,” “School Name,” and “District Name” fields on each record also must be included. The school demographic template can be found as part of Appendix A.

Ordering Materials

FITNESSGRAM® materials are not available from the CDE. Materials may be ordered from Human Kinetics. The toll-free phone number is (800) 747-4457, extension 2361. One needs to leave a message, which will be returned. Human



Kinetics offers the supporting materials for the *FITNESSGRAM*® administration but does not sell scannable sheets. The manual or any of the materials may be purchased separately. The entire *FITNESSGRAM*® 8.2 program, which includes all the software as well as the manual and supporting materials, may also be purchased. Information about *FITNESSGRAM*® may be found on the Internet at <http://www.fitnessgram.net>. Click on the “Resources” button.

Important Note:

Human Kinetics should be contacted for information about *FITNESSGRAM*® materials only. They are not prepared to respond to questions about PFT administration policy, data collection, or electronic data transmittal. If you have further questions regarding PFT administration policies, please contact the state PFT coordinator at PFT@cde.ca.gov (e-mail) or (916) 319-0341 (phone).

Training Video

Proper administration of the *FITNESSGRAM*® is included as a component of a training video about implementing the Physical Best Program. This video, *Physical Best Instructor Video*, may be obtained from Human Kinetics by calling (800) 747-4457 or by going to the Web site at <http://www.humankinetics.com>. In the product search box, select “ISBN” in the drop-down menu and type in “0736003215.”

Important Note:

Those who purchase the third edition of the *FITNESSGRAM*® *Test Administration Manual* will receive a DVD that shows all the test protocols; therefore, it is not necessary to purchase the *Physical Best Instructor Video*.



Collecting and Reporting the Results

The PFT results are collected and reported every year. State, county, school district, and school results are posted on the Internet. The California Department of Education (CDE) also submits a report of the state PFT results to the Governor and the Legislature annually. The completion of these tasks requires that school districts submit their PFT results to the state. The following table outlines the schedule for collecting and reporting the PFT data.

Activity	Date
School districts submit PFT results to the CDE (via the state contractor)	No later than June 30
PFT results available on the Internet	No later than December 1
Report of results submitted to the Governor and the Legislature	No later than December 1

It is the responsibility of the school district to determine how student performance data will be collected and recorded. The agency the school districts have chosen to report their data or the school districts are responsible for compiling student data in an electronic format to send to the state PFT contractor.

With the current PFT contract expiring, CDE has submitted a request for proposal (RFP) in order to obtain the next PFT contractor. This contractor will be selected prior to the June 30, 2007, reporting deadline for the 2007 PFT results. Once the next PFT contract has been awarded, CDE will notify the PFT coordinators about the selected PFT contract and will update this manual to include the contractor's reporting requirements.

Collecting School Results and Compiling the Data

Collecting and Reporting Data (see Appendix B), provides a variety of steps a school district could take to collect student data and transfer it to an electronic format. These suggestions, while not exhaustive, represent a summary of the procedures school districts have used in past years.

Data to Be Collected and Reported

Data to be collected and reported by school districts must include a record for each school and for every student in grades five, seven, or nine, whether or not he or she was fully tested, partially tested, or not tested at all.

Important Note:

Data will not be accepted without completed forms for all schools and students. Data that are submitted without a school record will be considered incomplete. Special care should be taken to make sure that all students have their date of birth and gender recorded correctly. Without this information, student results cannot be calculated.

Data Collecting and Reporting Services

The information to be collected can be found on the school and student record layouts and the sample school and student data collection forms found in the Appendixes. Information is the same on the respective forms, but formats are different. If a school district plans to report school and student data using e-mail, CD-ROM, or diskette, the record layouts should be used. Because there have been some changes to some of the specifications, please carefully review



the *School Record Layout* and *Student Record Layout*. If data will be reported online, the sample collection forms may be used to record the data prior to their online entry. School and student data collection forms should not be sent to the state contractor.

Cost Reimbursement

All costs incurred to administer, score, analyze, and report results of the PFT are recoverable as “state-mandated costs.” The Office of the State Controller administers cost recovery. This office may be contacted at (916) 324-5729 (phone). Detailed mandated cost claim instructions are found at <http://www.sco.ca.gov/ard/local/locreim/>. Click on “School Districts – December 2006” found under the heading of “State Mandated Cost Manuals.” Under the “State Mandated Cost Program” heading, click on “Physical Performance Tests.”



Appendixes

- A. School Record Layout
- B. Collecting and Reporting Data
- C. Student Record Layout
- D. SAMPLE – School Data Collection Form
- E. SAMPLE – Student Data Collection Form

Appendix A

School Record Layout

2007 Physical Fitness Test

Variable	Type	Size	Begin	End	Comments
County Code	Alpha	2	1	2	
School District Code	Alpha	5	3	7	
Charter School Number	Alpha	4	8	11	0000 for dependent charter schools or non-charter schools
School Code	Alpha	7	12	18	
School District Name	Alpha	30	19	48	
School Name	Alpha	30	49	78	
Grade	Alpha	2	79	80	05, 07, or 09
Number of Students in this Grade at this School (Use current enrollment.)	Numeric	4	81	84	
Number of Students Tested	Numeric	4	85	88	
Number of Students Not Tested (Student did not attempt any part of the test.)	Numeric	4	89	92	
Reasons Why Students Were Not Tested (Provide a count of students for each reason.)					
• Absent on test dates and all make-up sessions	Numeric	4	93	96	
• Waiver granted by the SBE	Numeric	4	97	100	
• IEP/Disabilities	Numeric	4	101	104	
• Extraordinary circumstances	Numeric	4	105	108	
• Medical excuse	Numeric	4	109	112	
Total*	Numeric	4	113	116	
Filler	Alpha	55	117	171	Blanks
Character Constant	Alpha	1	172	172	Z

* Total should match the "Number of Students Not Tested" above.

ALL NUMERIC FIELDS WITH DATA MUST BE ZERO-FILLED AND RIGHT JUSTIFIED.

If the School Record Layout file is not included with the results, the data will be considered incomplete.

Appendix B

Collecting and Reporting Data

2007 Physical Fitness Test

Suggestions for School Districts

The following suggestions for collecting student performance results have been used by school districts in past years. School districts may have other procedures they wish to use.

Suggested Options	Collecting and Reporting Process				
	Step 1	Step 2	Step 3	Step 4	Step 5
I Hand Data Entry	School district develops data collection form. (State provides sample forms.)	Teachers record performance task scores by hand.	School district transfers data to electronic format and compiles results.	School district provides results back to schools and teachers.	School district sends data to state PFT contractor.
II Data-Entry Web Site	School district uses state-developed sample data collection form.	Teachers record performance task scores by hand.	Teachers or school district personnel enter data onto Web site designed for online PFT data entry. Data goes directly to state PFT contractor.	School district provides results back to schools and teachers.	N/A
III Scannable Forms	School district develops scannable forms.	Teachers record performance task scores on scannable forms.	School district compiles data electronically.	School district provides results back to schools and teachers.	School district sends data to state PFT contractor.
IV <i>FITNESSGRAM</i>® Software*	School district uses <i>FITNESSGRAM</i> ® software.	Teachers record performance task scores using <i>FITNESSGRAM</i> ® software.	School district exports data from <i>FITNESSGRAM</i> ® software into state format.*	School district and/or teacher uses software to create student and parent results.	School district sends data to state PFT contractor.
V Outside Agency Contract	School district contracts with one of many fee-for-service agencies.	Teachers record performance task scores by hand or on scannable forms, depending upon agreement with contracted agency.	Contracted agency compiles data electronically.	Depending upon agreement, agency provides school district and schools with results.	Agency sends data to EDS or sends data back to school district and school district sends data to state PFT contractor.

* To use this option, the data from *FITNESSGRAM*® 6.0 must be exported using the custom format option. The file should be saved as Excel 5.0. From *FITNESSGRAM*® 8.0 use the "Export to FG6" option and save as a CSV file.

Appendix C

Student Record Layout

2007 Physical Fitness Test

Variable	Type	Size	Begin	End	Valid Ranges*
County Code	Alpha	2	1	2	
School District Code	Alpha	5	3	7	
Charter School Number	Alpha	4	8	11	0000 for dependent charters or non-charter schools
School Code	Alpha	7	12	18	
School District Name	Alpha	30	19	48	
School Name	Alpha	30	49	78	
Grade	Alpha	2	79	80	05, 07, or 09
Date of Birth	Date	8	81	88	MMDDYYYY
Gender	Alpha	1	89	89	(M or F)
Ethnicity	Numeric	3	90	92	See Table 1 for values
Aerobic Capacity (select one) PACER (20m) (number of laps) or Mile Run (minutes) Mile Run (seconds) or Walk Test (minutes) Walk Test (seconds) Heart Rate (number of beats/15 seconds) Weight (pounds)	Numeric Numeric Numeric Numeric Numeric Numeric Numeric	3 2 2 2 2 2 3	93 96 98 100 102 104 106	95 97 99 101 103 105 108	(000 – 999) (00 – 99) (00 – 59) (00 – 99) (00 – 59) (00 – 99) per 15 sec. (000 – 999)
Body Composition (select one) Skinfold Measurement Triceps (millimeters) Calf (millimeters) or Body Mass Index Height (feet) Height (inches) Weight (pounds) or Bioelectric Impedance/ Automated Skinfold Calipers (percent body fat)	Numeric Numeric Numeric Numeric Numeric Numeric Numeric	2 2 2 2 2 2 3 4	109 111 113 115 117 120	110 112 114 116 119 123	(00 – 99) (00 – 99) (00 – 99) (00 – 11) (000 – 999) (00.0 – 99.9)
Abdominal Strength Curl-Ups (number completed)	Numeric	2	124	125	(00 – 75)

Appendix C (Continued)

Student Record Layout

2007 Physical Fitness Test

Variable	Type	Size	Begin	End	Valid Ranges*
Trunk Strength Trunk Lift (inches)	Numeric	2	126	127	(00 – 12)
Upper Body Strength (select one) Push-Ups (number completed) or Modified Pull-Ups (number completed) or Flexed Arm Hang (seconds)	Numeric Numeric Numeric	2 2 2	128 130 132	129 131 133	(00 – 99) (00 – 99) (00 – 99)
Flexibility (select one) Sit and Reach Left (inches) Right (inches) or Shoulder Stretch Left Right	Numeric Numeric Numeric Numeric	2 2 1 1	134 136 138 139	135 137 138 139	(00 – 12) (00 – 12) ("1" for Yes; "2" for No) ("1" for Yes; "2" for No)
Reason for Incomplete Data	Numeric	2	140	141	Values (10 – 15; 20 – 25) or blank See Table 2 for values
Student Name Student Last Name Student First Name Student Middle Initial	Alpha Alpha Alpha	12 8 1	142 154 162	153 161 162	
Statewide Student ID (SSID)	Alpha	10	163	172	Blank if the student does not have a SSID

* Fields must fall in the ranges specified.

ALL NUMERIC FIELDS WITH DATA MUST BE ZERO-FILLED AND RIGHT JUSTIFIED.

Fields with no data must be left blank.

Appendix C (Continued)

Student Record Layout

2007 Physical Fitness Test

TABLE 1 – Values for Ethnicity

100 – American Indian or Alaskan Native	302 – Guamanian
201 – Chinese	303 – Samoan
202 – Japanese	304 – Tahitian
203 – Korean	399 – Other Pacific Islander
204 – Vietnamese	400 – Filipino
205 – Asian Indian	500 – Hispanic or Latino
206 – Laotian	600 – African American or Black (not of Hispanic origin)
207 – Cambodian	700 – White (not of Hispanic origin)
299 – Other Asian	999 – Declined to state
301 – Native Hawaiian	

TABLE 2 – Values for Incomplete Data

Values for Student Not Tested (Student did not attempt any part of the test.)
10 – Absent on test date and all make-up sessions for all tasks
12 – Waiver granted by the State Board of Education
13 – Individualized education program (IEP)/Disabilities
14 – Extraordinary circumstances
15 – Medical excuse
Values for Student with Partial Data (Student completed part of the test.)
20 – Absent on test date and all make-up sessions for one or more tasks
22 – Waiver granted by the State Board of Education
23 – Individualized education program (IEP)/Disabilities
24 – Extraordinary circumstances
25 – Medical excuse

Appendix D

SAMPLE – School Data Collection Form

2007 Physical Fitness Test

This form is for your convenience in collecting data for electronic submission. Please do not send this form to the state PFT contractor.

A. County – District – School Code: _____ – _____ – _____

B. School District Name: _____

C. School Name: _____

D. Charter School Number: _____ ('0000' for dependent charters or non-charter schools)

E. Grade Level:	05	07	09
F. Number of students in this grade at this school: (Use current enrollment.)			
G. Number of students tested:			
H. Reason students not tested: (Provide a count of students for each reason.)			
Absent on test date and all make-up sessions			
Waiver granted by the State Board of Education			
Individualized education program (IEP)/Disabilities			
Extraordinary circumstances			
Medical excuse			
Total number of students not tested:			

Appendix E

SAMPLE – Student Data Collection Form

2007 Physical Fitness Test

This form is for your convenience in collecting data for electronic submission. Please do not send this form to the state PFT contractor.

Student Name: _____ Test Date: _____ Statewide Student ID (SSID): _____

I. STUDENT DEMOGRAPHICS – Fill in all information whether student has tested or not.

- A. County-District-School Code** _____ – _____ – _____
- B. School District Name:** _____
- C. School Name:** _____
- D. Charter School Number:** _____ ('0000' for dependent charters or non-charter schools)
- E. Grade:** _____ (5, 7, or 9)
- F. Date of Birth (required):** _____ (mm/dd/yyyy)
- G. Gender (required):** _____ (M/F)
- H. Ethnicity:** _____ (enter ethnicity code from Table 1)

I. Reason for Incomplete Data – Check one of the boxes and choose one of the following reasons:

- ☐ **Student not tested** ☐ **Student with partial data**
- _____ Absent on test date and all make-up sessions _____ Extraordinary circumstances
- _____ Waiver granted _____ Medical excuse
- _____ Individualized education program (IEP)/Disabilities

★ ★ ★ ★ ★ ★ ★ ★ *Continue to Section II if student has tested or partially tested.* ★ ★ ★ ★ ★ ★ ★ ★

II. INDIVIDUAL STUDENT SCORES – Fill in all applicable data for each item below.

A. Aerobic Capacity (select one)

- 1) PACER* (20 meter) (# of laps) _____ 2) Mile Walk/Run _____ Min. _____ Sec. 3) Walk Test _____ Min. _____ Sec. Heart Beats _____ (# of beats in 15 sec.) Weight (lbs.) _____

B. Body Composition (select one)

- 1) Skinfold Measurement Triceps (mm) _____ Calf (mm) _____ 2) Body Mass Index Height (ft., in.) _____ Weight (lbs.) _____ 3) Bioelectric Impedance/ Automated Skinfold Caliper % Body Fat _____

C. Abdominal Strength

Abdominal Curl-Ups _____ (# of curl-ups. Not to exceed 75.)

D. Trunk Strength

Trunk Lift _____ (# of inches. Not to exceed 12 in.)

E. Upper Body Strength (select one)

- 1) Push-Ups (# of push-ups) _____ 2) Modified Pull-Ups (# of pull-ups) _____ 3) Flexed-Arm Hang (# of seconds) _____

F. Flexibility (select one)

- 1) Back-Saver Sit and Reach Left Side _____ (# of inches. Not to exceed 12 in.) Right Side _____
- 2) Shoulder Stretch (Yes if student is able to touch fingertips./No if student is not able to touch fingertips.) Left Side _____ (Yes/No) Right Side _____ (Yes/No)

* NOTE: If the 15-meter PACER is administered, these scores must be converted to 20-meter scores. The conversion table can be found at <http://www.fitnessgram.net/>.

Appendix E (Continued)

SAMPLE – Student Data Collection Form

2007 Physical Fitness Test

TABLE 1 – Values for Ethnicity

100 – American Indian or Alaskan Native	302 – Guamanian
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202 – Japanese	304 – Tahitian
203 – Korean	399 – Other Pacific Islander
204 – Vietnamese	400 – Filipino
205 – Asian Indian	500 – Hispanic or Latino
206 – Laotian	600 – African American or Black (not of Hispanic origin)
207 – Cambodian	700 – White (not of Hispanic origin)
299 – Other Asian	999 – Declined to state
301 – Native Hawaiian	